

M e m o r a n d u m

Date: October 14, 2010

To: Susanville Area
Attention: Lieutenant T. C. Mitchell

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.11731.A07146.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Susanville Area was conducted during the month of March 2010. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was conducted by the Property Inspector (PI) on September 21 – 22, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 484 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 57 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	178	36.78%	20.23	21
Telecommunications	211	43.60%	23.98	24
Fleet	22	4.55%	2.50	3
Weapons	73	15.08%	8.29	9
Total	484			57

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 55 of the 57 items were located. Two items were transferred to other commands. Two of the 55 located items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list compared to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 49 of the 55 items reconciled. One item located was listed as being with another command; subsequently, the item was located and transferred back to the OPI for proper equipment accountability. Five items located require a correction be made to the property record. The property inspection results of equipment located at the command compared to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General through your Division by January 11, 2011.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the internet website of the CHP, and on the Office of the Governor webpage, located on the State Government website.

Susanville Area
Page 3
October 14, 2010

The Office of Inspector General would like to thank you and your staff for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Mr. Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



R. J. JONES, Captain
Interim Inspector General

Attachments

cc: Assistant Commissioner, Field
Northern Division
Telecommunications Section
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT**

ATTACHMENT A

Susanville Area - 140
September 21 - 22, 2010

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	DECAL MISSING OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Mobile Radio	R42377			X			Item removed from 1270279 and located in vehicle 1270695, CHP 266 attached.
Mobile Radio	R44199				X		Item is defective and was transported to the OPI for repair, CHP 266 attached.
Mobile Repeater	R47386				X		Item is defective and was transported to the OPI for repair, CHP 266 attached.
Citizen Band Radio	R99628			X			Item removed from vehicle and located in Automotive office.
Mobile Repeater	R44547			X			Item removed from vehicle and located in Automotive office.
Mobile Repeater	R46177			X			Item removed from vehicle and located in Automotive office.
Mobile Repeater	R47580			X			Item removed from vehicle C2647F and located in 1204052.
Mobile Radio	R53296			X			Item removed from vehicle and located in Automotive office.
Control Head - Mobile	R97023			X			Item removed from vehicle C2647F and located in 1204052.
Remote Console	R39520		X		X		Item located on-site without a CHP asset tag. The asset number was identified by using the Asset Look-Up database. The database lists the item as missing from Mission Grade Inspection Facility. A CHP 266 was prepared and the item was delivered to the OPI for proper equipment tracking.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Susanville Area - 140

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	120235 RADAR, VEHICLE	046041	X					
2	120237 RADAR, VEHICLE	046245	X					
3	120487 RADAR, VEHICLE	046867	X					
4	139439 PRINTER	CNDXB18660	X					
5	141171 FILE SERVER	USM54200K6	X					
6	141577 LAPTOP	0036040485	X					
7	141583 LAPTOP	0036040511	X					
8	141861 LAPTOP	003640701	X					
9	141862 LAPTOP	003640702	X					
10	142018 CAMERA, DIGITAL, COOLPIX 5600		X					
11	143179 LAPTOP	0036126445	X					
12	143217 LAPTOP	0036126492	X					
13	143915 SWITCH	FOX1006024L	X					
14	144532 DIGITAL VOICE RECORDER		X					
15	146416 DIGITAL CAMERA		X					
16	151565 COMPUTER	2UA7230H15	X					
17	153050 BREATH ANALYZER SYSTEM PAS DEVICE	90102741-82	X					
18	159249 PAS DEVICE INTOX ALCOSENSOR IV	082527	X					
19	164245 COMPUTER	MXL8320B00	X					
20	164246 COMPUTER	MXL8320B1Q	X					
21	166327 PRINTER	CNDSC00051	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Susanville Area - 140**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1	142019	CAMERA, DIGITAL, COOLPIX 5600		X				
2	144530	DIGITAL VOICE RECORDER		X				
3	151451	COMPUTER	2UA7230GY2	X				
4	151559	COMPUTER	2UA7230H77	X				
5	151563	COMPUTER	2UA7230GWV	X				
6	151564	COMPUTER	2UA7230GZT	X				
7	151572	COMPUTER	2UA7230GZX	X				
8	163959	COPIER / PRINTER DIGITAL MULTI-FUNCTIONAL	96000602	X				
9	164248	COMPUTER	MXL8320B23	X				
10	77117	CAMERA 35MM/50MM LENS	1344068/5185859	X				

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Susanville Area - 140

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	F2604	UPS		ES014A0010	X					
2	R40736	Mobile Radio	1137261	C2506F	9523555	X				
3	R42377	Mobile Radio	1270729	9541184	X				X	Item removed from 1270279 and located in vehicle 1270695, CHP 266 attached.
4	R44199	Mobile Radio	1270695	9542406	X			X		Item is defective and was transported to the OPI for repair, CHP 266 attached.
5	R46818	Mobile Repeater	1270695		X					
6	R47386	Mobile Repeater	1171672	C2694F	X			X		Item is defective and was transported to the OPI for repair, CHP 266 attached.
7	R51285	Scanner	1290459	95005174	X					
8	R56421	Citizen Band Radio	1183674	C2730F	55015401	X				
9	R58422	Mobile Radio	1288879	9934747	X					
10	R62835	Hand-Held Radio	16622	402AWW5949	X					
11	R63964	Hand-Held Radio	19275	402AWY1216	X					
12	R66291	Hand-Held Radio	16322	AREI-08	402AWYA917	X				
13	R68273	Hand-Held Radio	14691	402AXE8233	X					
14	R68598	Hand-Held Radio	15749	402AXE8153	X					
15	R71125	Battery Charger - Radio			X					
16	R74773	Scanner	1290468	75001927	X					
17	R77777	Control Head - Mobile	1290466		X					
18	R81066	Scanner		96001259	X					
19	R84611	Telephone System			X					
20	R89698	Control Head - Mobile	1270999		X					
21	R90098	Scanner	1204052	316Z44000637	X					
22	R96311	Printer		CNBC489146	X					
23	R97389	Control Head - Mobile	1290591		X					
24	R99628	Citizen Band Radio	1270527		X				X	Item removed from vehicle and located in Automotive office.

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CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Susanville Area - 140

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	F2046	Generator		A890203532	X					
2	F2047	Transfer Switch		C890218633	X					
3	F2737	BATTERYVALIDATIONSYS	Validation	BattrySys	1519	X				
4	R43028	Mobile Radio	1204052	9541540	X					
5	R43875	Mobile Radio	1270999	9542885	X					
6	R44295	Mobile Repeater	1137261	C2506F	7553355	X				
7	R44547	Mobile Repeater	1189687	7553065	X					Item removed from vehicle and located in Automotive office.
8	R46177	Mobile Repeater	1270527		X					Item removed from vehicle and located in Automotive office.
9	R46545	Mobile Repeater	1270999	7724110	X					
10	R47580	Mobile Repeater	C2647F	1171608	7783593	X				Item removed from vehicle C2647F and located in 1204052.
11	R50035	Scanner	1290422	5001118	X					
12	R53296	Mobile Radio	1248623	9543132	X					Item removed from vehicle and located in Automotive office.
13	R53398	Mobile Radio	1290422	9543002	X					
14	R54352	Scanner	1290466	45005242	X					
15	R57196	Control Head - Mobile	1183674	C2730F	1558499	X				
16	R59100	Scanner	1270695	55008902	X					
17	R59457	Printer		3DSCCA01905	X					
18	R61973	Hand-Held Radio	14568	402AWUG186	X					
19	R70038	Base Station - rack type	UnknPer99	was-109	1581671	X				
20	R70365	Battery Charger - Radio			X					
21	R70366	Battery Charger - Radio			X					
22	R70368	Battery Charger - Radio			X					
23	R73714	Fixed Receiver - rack type	UnknPer99	was-DGS	1585583	X				
24	R73715	Fixed Receiver - rack type	UnknPer99	was-DGS	1580264	X				

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**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Susanville Area - 140**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
25	R74749	Scanner	1183674	C2730F	75001537	X				
26	R82883	Base Station - rack type			00-06-0083	X				
27	R82893	Base Station - rack type			00-06-0084	X				
28	R97023	Control Head - Mobile	1171672	C2694F		X				Item removed from vehicle C2647F and located in
29	R97797	CPU			USE530C35C	X				X 1204052.
30	R97798	SERVER			USE50C35D	X				
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)										
31	R39520	Remote Console				X		X		Item located on-site without a CHP asset tag. The asset number was identified by using the Asset Look-Up database. The database lists the item as missing from Mission Grade Inspection Facility. A CHP 266 was prepared and the item was delivered to the OPI for proper equipment tracking.

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ATTACHMENT D

Active Equipment Inventory by Station Location
(PAR:EQUIP INVENT BY STATION)
08/18/2010

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
140	1204052	Y 1204052	ENFORCEMENT SEDAN	2005	FOR	CRNVIC	140
140	1240119	1240119	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	140
140	1248623	1248623 Y	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	140
140	1270695	1270695	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	140
140	1270999	1270999 Y	ENFORCEMENT SEDAN	2009	DOD	CHARGER	140
140	1288879	1288879 Y	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC	140
140	1290418	Y 1290418	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	140
140	1290422	1290422 Y	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	140
140	1290459	1290459 Y	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	140
140	1290466	1290466	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	140
140	1290468	1290468	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	140
140	1290591	1290591	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	140
140	C2506F	1137261 Y	COMMAND POST	2002	CHE	SUBUR4X	140
140	C2612F	422K529	COMMANDER VEHICLES	2003	FOR	EXPED	140
140	C2728F	1183672 Y	ALL TERRAIN MARKED	2005	DOD	DURANG	140
140	C2730F	1183674 Y	ALL TERRAIN MARKED	2005	DOD	DURANG	140
140	C2824E	1218677	MOTOR CARRIER VEHICLES	2005	FOR	VAN	140
140	C2980F	1223822	MRE 4X4	2007	DOD	PU4X4	140
140	C3136F	1283751	ALL TERRAIN MARKED	2009	FOR	EXPED4X	140
140							140
140	C3161F	Y 1283728	MRE 4X4	2009	DOD	PU4X4	140
140	T414X	1283524	TRAILERS	2008	NATL	MESSAGE/RADR	140

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

**Department of California Highway Patrol
Complete Area Inventory
140 - Susanville**

August 17, 2010

Officer Issued Weapons

[illegible]

Department of California Highway Patrol
Complete Area Inventory
140 - Susanville

August 17, 2010

[REDACTED]

[REDACTED]

[REDACTED]

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
------------	------------------	-------------------	-------------	-----------------	-----------------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------	------------

Area Issued Weapons

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
-------------	-----------------	-----------------

[REDACTED]

[REDACTED]

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
-------------	-----------------	-----------------

Y [REDACTED]

Y [REDACTED]

Y [REDACTED]

[REDACTED]

Department of California Highway Patrol

Complete Area Inventory

140 - Susanville

August 17, 2010

Y	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	

<u>Ser#</u>	<u>Control#</u>
[REDACTED]	[REDACTED]

Comments

<u>Ser#</u>	<u>Control#</u>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Comments

<u>Ser#</u>	<u>Control#</u>
[REDACTED]	[REDACTED]

Comments

Y	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
Y	[REDACTED]	
Y	[REDACTED]	

[REDACTED]

[REDACTED]

SUPPORTING DOCUMENTATION

☐ Return ☐ Repair ☒ Transfer
☐ Loan return by

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER (Incl X, AF, SF, R #'s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK SURVEY
R-89417		EA	MOBILE CONTROL HEAD	✓	
R-42820		EA	MOBILE RANGR RADIO	✓	
R-44199		EA	1270695 INSTALLED MOBILE RANGR RADIO R-42377	✓	
R-82321		EA	MOBILE PYAMID REPEATER	✓	
R-47386		EA	MOBILE GE REPEATER	✓	
		(2)	Control Head mics	✓	

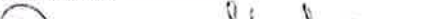
RECEIVED BY (SIGNATURE) _____

PRINTED NAME _____

1361

AUTHORIZED BY

☒ Return ☐ Repair ☐ Transfer
☐ Loan, return by: _____

FROM (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Susanville	140	L. Olveda	09/21/2010
TO (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Telecommunications	047T	1	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): Donna Goodwin			

EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE)

PRIVATED NAME

DATE _____

AUTHORIZED BY